# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Copy Cataloging</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Copy Cataloging Student Assistant</td>
</tr>
<tr>
<td>Classification Level</td>
<td>3</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$9.00</td>
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<tr>
<td>Available openings</td>
<td>2</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10 hrs.</td>
</tr>
<tr>
<td>Specific time periods required, if any</td>
<td><strong>Between 8-4 Monday thru Friday (some flexibility possible)</strong></td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Flexible</td>
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</tbody>
</table>

## Responsibilities/Duties:
- Process incoming library materials including sorting, shelving, pulling and barcoding items.
- Searching and downloading records from national database (OCLC) into in-house database Discover E.
- Prepare outsourcing materials to be sent to various vendors.
- Participate in other activities and projects that support the work of team and Content Division.

## Requirements:
- Attention to detail and ability to learn new skills, follow instructions and work independently after training
- Experience with word processing, other office applications and computer programs
- Ability to perform physical lifting and pushing book trucks that may contain heavy books and materials
- Ability to perform assigned tasks with accuracy and attention to detail
- Flexibility and ability to adjust to changing work assignments on short notice
- Must be able to understand and follow written and verbal instructions in English
- Foreign language skills a plus, but not required
- Neat handwriting a plus

### Interviewer Name
**Betty C. Berry**

### Contact Number and/or Email
**libbcb@emory.edu**

### Form Submitted by
**Betty C. Berry**

**Date:** 01/26/16